

**CITY OF FERNDALE
REQUEST FOR QUALIFICATIONS
FOR
Plans, Specifications, and Engineering Services**

The City of Ferndale is seeking qualification statements from professionals with experience providing engineering design and construction management services including but not limited to: park design, site surveying, permitting, construction management, and inspection services necessary for the construction of a picnic shelter structure and site improvements. The project will include the creation of plans, specifications and estimates, bid services, and the potential for construction management and inspection services for the construction of a Picnic Shelter to be located at the City's newly constructed Star Park.

This project will include design of an approximately 20x50 foot picnic shelter with water and electrical service adjacent to a high-use playground. The shelter will comply with all ADA requirements and include artistic elements that reflect the unique style of Star Park.

Questions regarding this Request for Qualifications should be directed to Riley Sweeney, Recreation Coordinator, via telephone at (360) 685-2353 or via email at RileySweeney@cityofferndale.org. More information is available on the City website at www.cityofferndale.org/starparkshelter

The City of Ferndale reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the City, or any of their respective agents, representatives, consultants, directors, officers, or employees, be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any related costs. The prospective consultant teams shall wholly absorb all costs incurred in the preparation and presentation of the submittals. The RFQ submittals will become the property of the City of Ferndale.

Interested firms shall submit four copies of a Statement of Qualifications that contains the following:

1. Cover Letter.

2. Qualifications:

Outline the qualifications of the firm to perform this work.

Project management; provide an organizational chart of the proposed consulting team and a short resume of all key people listed on the chart.

3. Project Approach and Timeline

Provide an outline of your firms approach to the rate study and proposed timeline for completion of study.

4. References:

Provide a list of projects that were similar in scope. Project list should include year completed, budget, scope and reference contact.

The Statement of Qualification submittal shall be a maximum of 10 pages (not including the cover page). One original and four copies shall be submitted, as well as an electronic copy in PDF format (CD, DVD, or USB flashdrive).

RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION

All responses shall be made in writing. **Responses by FAX will not be accepted.** Sealed responses will be received by the Recreation Coordinator of the City of Ferndale, Washington up to the hour of **5:00 p.m., Wednesday, Jan. 30th** Responses delivered later will not be accepted. The City of Ferndale is not responsible for delays in delivery.

All responses to this request that are mailed through the United States Postal Service shall be addressed to Riley Sweeney, Recreation Coordinator, City of Ferndale, P.O. Box 936, Ferndale, WA 98248. Hand-delivered responses, or responses not sent through the USPS, shall be delivered to the Public Works Department, 2nd floor front counter, City of Ferndale, 2095 Main Street, Ferndale, Washington. The United States Postal Service will **NOT** deliver to the street address. All responses shall be placed in a sealed envelope, which is clearly marked “Star Park Picnic Shelter RFQ”.

The selection process for this project will involve the following three steps:

1. Request for Qualifications.
2. After the City reviews the Statement of Qualifications will be evaluated and ranked.
3. Up to three firms may be selected to interview.

The City reserves the right to forgo interviews and select firm based on RFQ submittal alone. This project does not currently contain federal funding however future portions of the project may be funded utilizing federal funds. Therefore, the project in its entirety will be held to Federal EEO requirements.

The recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 525, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of Ferndale reserves the right to cancel this request or reject any and all responses submitted or to waive any minor formalities of this call if the best interest of the City would be served.

Published
Jan. 9th, 2019
Ferndale Record Journal